

Element Performance Inspection (EPI) Job Aid

Element 1.2.3: Maintenance Log/Recording Requirements

Purpose of this Element (Air Carrier responsibility):

To ensure the Air Carrier provides a record of any observed failure or malfunction and to show corrective action is accomplished prior to flight.

Objective (FAA responsibility):

To determine if the Air Carrier follows its Maintenance Log/Recording policies, procedures, and controls.

Specific Instructions for this EPI:

To accomplish this EPI, the inspector will review the Air Carrier's Maintenance Log/Recording policies, procedures, and controls. The inspector will observe Air Carrier's aircraft, powerplants and appliances during in-service operation, overhaul, "heavy maintenance," intermediate level maintenance, periodic service and maintenance, preventative maintenance, and repair and alteration activities. This will be accomplished to verify if known discrepancies were entered into the maintenance recording system. The inspector will verify maintenance records contain required information and those records were retained for the appropriate time period; verify maintenance log entries were properly cleared; and, verify completion of sign-off to include signature, date completed and location where the work was completed.

Related EPIs:

- 1.1.1 Aircraft Airworthiness
- 1.1.2 Appropriate Operational Equipment
- 1.2.1 Airworthiness Release or Log Book Entry
- 1.2.2 Major repairs and alterations
- 1.3.3 Maintenance Facilities/Main Maintenance Base
- 1.3.4 RII
- 1.3.5 MEL/CDL/Deferred Maintenance
- 5.1.1 Line Stations (Service and Maintenance)

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To meet this objective, the inspector will accomplish the following tasks (at the inspection location(s) where applicable):

1. Review the FAA Guidance and Specific Regulatory Requirements (SRR) included in the supplemental information section of this EPI.
2. Review the associated SAI, with emphasis on the Controls Attribute section.
3. Review the Maintenance Log/Recording Requirements policies and procedures.
4. Review and assess appropriate Maintenance Log records.

To meet this objective, the inspector will determine and record answers to the following questions:

1. Were the following performance measures met

1.1 <i>Each mechanical irregularity was documented in accordance with the Air Carrier's policies and procedures.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
1.2 <i>Aircraft logbooks were available for use by maintenance and flight crew personnel.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
1.3 <i>All required Logbook entries were made in accordance with the Air Carrier's policies and procedures.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
2. Were the Maintenance Log/Recording policies and procedures followed?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
3. Were the Maintenance Log/Recording controls followed?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
4. Did records comply with the Air Carrier's Maintenance Log/Recording policies and procedures?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
5. Were all observations unrelated to the Maintenance Log/Recording satisfactory?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
6. Other comments, use space below:		

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SUPPLEMENTAL INFORMATION

Type Ops	Specific Regulatory Requirements (SRR)
	DIRECTLY RELATED SRRs: [Type Operations: Flag =F, Domestic = D, Supplemental = S, All = F, D, S]
ALL	14CFR 121.380(b, d) Maintenance recording requirements
ALL	14CFR 121.563 Reporting mechanical irregularities
ALL	14CFR 121.701(a, b) Maintenance log: aircraft
ALL	14CFR 121.709(a, b) Airworthiness release or aircraft log entry

Type Ops	Specific Regulatory Requirements (SRR)
	INDIRECTLY RELATED SRRs: [Type Operations: Flag =F, Domestic = D, Supplemental = S, All = F, D, S]
ALL	14CFR 121.360(d) Ground proximity warning/glide slope deviation alerting system
ALL	14CFR 121.375 Maintenance and preventive maintenance training program

Other CFRs and/or FAA Guidance:

DIRECTLY RELATED:

- FAA Order 8300.10 Vol.3, Chap.3 “Conduct Ramp Inspection of Operator’s Aircraft”
- FAA Order 8300.10 Vol.3, Chap.130 “Review Operator’s Mechanical Interruption Summary Report”
- HBAW 98-02 “Evaluation of 14 CFR Parts 121/135 Air Carrier’s Maintenance Recordkeeping System”

INDIRECTLY RELATED

- FAA Order 8300.10 Vol.2, Chap.24 “Certificate Repairman/Added Privileges
- FAA Order 8300.10 Vol.2, Chap.63 “Evaluate 14 CFR Part 121/135.411(a)(2) Company
- FAA Order 8400.10 Vol. 3, Chap 6, Sec. 1, Pg. 3-5 94, Par. 1162 “Ground Operator Aircraft—Background”